

CHAPTER 7

PERMANENT CHANGE OF STATION (PCS) TRAVEL-CIVILIAN PERSONNEL ONLY

7-1. Permanent Change of Station (PCS) Travel Within the Continental United States. The activity to which the employee is transferred is responsible for the issuance of PCS orders. The losing activity may be requested to issue orders when emergency time constraints preclude issuance by the receiving office. In such an instance authorized allowances must be specified and funds must be properly certified before a fund citation is furnished.

7-2. Issuance of PCS Travel Order.

a. The Customer Service Office within the Office of Personnel is responsible for issuing PCS orders.

b. CEPE-OS will:

- (1) Determine PCS entitlements.
- (2) Compute estimated costs.
- (3) Contact employee to provide instructions.
- (4) Issue DD Form 1614, Request and Authorization for DOD Civilian Permanent Duty Travel.
- (5) Prepare DD Form 1351, Travel Voucher (Advance of Funds).
- (6) Forward travel order to gaining HQUSACE office for signatures of requesting and approving officials. Office(s) are to return signed order to CEPE-OS. The gaining office(s) are also responsible for reporting accounting citations to be used in block 22 of travel order.
- (7) Forward travel order to appropriate finance and accounting officer for certification of availability of funds.

7-3. Round Trip Travel Between Old and New Duty Stations to Seek Permanent Residence (Househunting Trip).

a. An employee and spouse, or either, may be authorized one round trip at Government expense. A househunting trip will be authorized only when the circumstances indicate that it is actually needed and to minimize or avoid the expense involved whenever satisfactory and more economical arrangements can be made.

b. CEPE-OS will critically review each request and consider the following guidelines before authorizing a househunting trip.

(1) Arranging Permanent Quarters Before Move. If the employee has a large family and must promptly vacate the residence at the old duty station, it may be less costly to the Government, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

(2) Arranging Permanent Quarters While in Temporary Quarters. If the employee has no family or a small family, It may be less costly to allow the employee and family to stay in temporary quarters the full 60 days until permanent quarters are found.

(3) Avoiding Househunting Trip. If temporary quarters are to be authorized, a househunting trip should be avoided. It may be less costly to the Government, and more satisfactory to the employee, for the employee*s dependents to remain at the residence at the old duty station while the employee occupies temporary quarters at the new duty station.

(4) On Temporary Duty at New Duty Station. In those instances where the employee may be on a temporary duty assignment at the new duty station for a period before the actual transfer becomes effective, a special trip by the employee to the new duty station for the purpose of finding quarters should not be necessary.

c. A househunting trip will not be authorized when the purpose of the trip is to permit the employee to decide whether or not to accept the transfer.

7-4. Temporary Quarters. CEPE-OS will authorize temporary quarters only as an expedient and only for the period of time the occupancy of such quarters is necessary. As a general policy, temporary quarters will not be authorized, or if determined necessary will be reduced, if:

a. A househunting trip has been made. If under unusual circumstance a househunting trip and temporary quarters are authorized, justification will be furnished by the travel approving officials.

b. Previous temporary duty or permanent duty assignments at the new permanent duty station have enabled the employee to make arrangement for adequate permanent residence quarters.

c. The family does not intend to move to the new permanent duty station until sometime after the employee*s transfer.

7-5. Travel Approving Official Requirements. In the event there is a dispute between CEPE-OS and the employee on travel entitlements, it is the responsibility of the travel approving official to make a determination, based on CEPE-OS*s recommendation.

7-6. Permanent Change of Station From the Continental US to an Overseas Activity. DD Form 1614, Request and Authorization for DOD Civilian Permanent Duty Travel, for personnel transferring from HQUSACE to an overseas activity will be initiated by Recruitment and Placement Branch, Directorate of Personnel.

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